



**STUDENT LAW CLERK
EXECUTIVE OFFICE – LEGAL UNIT
STATE OF CONNECTICUT
OFFICE OF THE TREASURER**

Applications are being accepted for the position of Student Law Clerk, a durational position with the Office of the Treasurer.

The position duties include, but are not limited to the following:

- Research (legal, legislative, corporate governance, compliance)
- Drafting documents (contracts, legislation, reports, requests for qualifications or proposals)
- Prepare for and attend meetings (agenda preparation, note taking, preparation of minutes, strategy discussions)
- Document organization (transaction, litigation, and contract negotiation files)
- Document Review (proof reading, summarization, analysis)
- Document Intake (manage FOIA intake, review, update and manage Blackout and Work in Progress (WIP) lists, review, log in, manage and distribute mail)

The successful candidate will work under the general direction of the General Counsel and members of the Legal Unit. Hourly Salary range is \$12.00 to \$12.95.

Qualifications: Required competencies include knowledge of legal terminology and methods of indexing and filing legal materials; knowledge of methods of recording legal documents; skill in preparation of legal documents and abstracts of such documents; ability to prepare comprehensive written reports; knowledge of Microsoft Office Suite; ability to operate office equipment, ability to work independently or in a team as required; possess strong work ethic; highly motivated, organized and able to meet deadlines; excellent interpersonal, analytical, verbal and writing skills; and ability to understand and carry out oral and written instructions.

A Bachelor's degree and one year of Law School is required. Applicants must be in good academic standing.

The ideal candidate will have experience working in a professional office setting and will have completed course work in Contract, Real Estate, Securities, and Administrative Law, Legal Writing, and Professional Ethics.

Please send resume, **APPLICATION FOR EXAMINATION OR EMPLOYMENT (FORM CT-HR-12) – Job Posting Number 11206SLC**, and cover letter via US Mail, e-mail or fax by **May 16, 2014** to:

State of Connecticut
Office of the Treasurer
Attn: Gail Crockett
55 Elm Street
Hartford, CT 06106-1773
E-mail Address: gail.crockett@ct.gov
Phone Number: (860) 702-3282
Fax Number: (860) 702-3003

The Office of the Treasurer is an affirmative action/equal opportunity employer and strongly encourages the application of women, minorities, and disabled persons.